

UNITED STATES DEPARTMENT OF AGRICULTURE

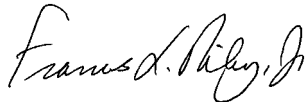
Farm Service Agency
Washington, DC 20250

Notice IRM-339

For: State Offices

Replacing FAX Machines

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

ITSD reviewed the nationwide FAX database and compiled a list of all Olivetti FAX machines with an incoming volume of 100 or more FAXes per week.

All Field Offices with online Olivetti FAX machines that have documented FAX volume exceeding 100 FAXes per week, will receive a Sharp FO-4400 laser FAX unit. A list of these offices is in Exhibit 1.

The following Olivetti FAX machines **will not** be replaced at this time:

- machines that are listed as backup
- machines that have no documented volume
- machines that are listed with less than 100 FAXes per week.

Note: A separate IRM notice will be issued for replacing most of the Olivetti units with less than 100 FAXes per week.

B Purpose

This notice provides:

- instructions for Field Offices after replacement FAX machines are received
- instructions for excess equipment
- telephone numbers for National Help Desk (NHD) and contact personnel.

C Contact

Direct questions or comments about this notice to Lynn Oliphant, Telecommunication and Security Center (TSC), at 816-926-1395.

Disposal Date	Distribution
December 1, 2003	State Offices; State Offices relay to applicable County Offices

Notice IRM-339

2 Action

A When FAX Machines Are Received

Field Offices shall follow the instructions in this table within 3 calendar days of receiving the new FAX machine.

Step	Action
1	Install, set-up, and test FAX machine operations according to Exhibit 2. Note: Contact FSA NHD at 816-926-1552 (FTS) or 800-255-2434 (non-FTS) for assistance.
2	After the new FAX machine has been successfully installed and tested, complete the FAX Equipment Acceptance Sheet (Exhibit 3).
3	FAX: <ul style="list-style-type: none">• completed Exhibit 3 to TSC at 816-823-1982• FSA-951 to KCAO, Administrative Services Division, Attention Chief, Property Management Branch, at 816-926-2835.

B Maintenance

After the warranty period expires, FAX machine maintenance will be provided under the FSA nationwide maintenance program. See Notice IRM-336 for maintenance procedures.

C Replaced Olivetti FAX Machines

All replaced Olivetti FAX machines can be kept for backup purposes or disposed of as excess property according to 30-AS or 31-AS.

Forward the Olivetti equipment status (backup or excess), serial number, and unit model by FAX to Lynn Oliphant at 816-823-1982.

County Offices Receiving a Replacement FAX Machine

County Offices listed in this table:

- will receive a replacement Sharp FO-4440 laser FAX unit
- shall follow instructions in subparagraph 2 A within 3 calendar days of receiving the FAX machine
- shall inform Lynn Oliphant, TSC, of the status of the replaced Olivetti FAX machine.

State	County Offices Receiving a FAX Machine
GA	Bleckley, Elbert, Greene, Jeff Davis, Oconee, Pulaski, Turner, Ware
ID	Bear Lake, Jefferson, Lincoln, Minidoka, Oneida
IL	Franklin, Union, Wabash
IN	Noble, Pike, Fountain
KS	Jefferson, Neosho
KY	Caldwell, Union
ME	Arroostook
MO	Pettis
MS	Attala, Tate,
NC	Cherokee, Guilford, Wayne
ND	Minot Service Center
NY	Herkimer
OH	Athens, Brown, Gallia, Putnam, Sandusky
SC	Clarendon, Dillon, Edgefield, Georgetown, Saluda
TN	Cocke
TX	Dimmitt
VA	Smyth
WA	Kittitas
WI	Burnett, Marquette, Wood
WY	Washakie

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A Document Overview

This document contains instructions to assist users with the installation, configuration, maintenance, and troubleshooting of the Sharp FO-4400 FAX machine. Refer to the User's Guide for additional information on this FAX machine or call FSA NHD at 800-255-2434 for assistance.

B Supplies

Following are FAX machine components and the supply information.

FAX Machine Component	Line Item	Part Number
toner cartridge	783	FO-50ND
The toner cartridge yields approximately 6,000 prints.		
drum cartridge	767	FO-47DR
The drum cartridge yields approximately 20,000 prints.		

Installing Sharp FO-4400 FAX Machine (Continued)

C Installation

Follow the instructions in this table to install and configure the Sharp FO-4400 FAX machine.

Step	Action	
1	Ensure that the FAX machine is placed: <ul style="list-style-type: none">• close to a telephone jack• on a solid, flat surface• away from direct sunlight and not in a damp or dusty room.	
2	Insert the telephone line (from the wall jack) into the telephone port on the back of the FAX machine marked " TEL.LINE 1 ".	
3	Plug the FAX machine's power cord into an outlet. Note: If possible, use a surge suppressor.	
4	Turn the machine on. The power switch is on the side of the machine near the power cord.	
5	Fill the paper tray. The paper tray will hold up to 250 sheets of paper.	
6	Install the toner and drum according to the following instructions.	
	Step	Action
	1	PRESS the green release button and open the print compartment cover.
	2	Remove the new drum cartridge from its packaging.
	3	Insert the drum cartridge into the print compartment by matching the color guides on the drum with those on the side of the print compartment, that is, Blue 1 to Blue 1 and Green 2 to Green 2.
	4	Ensure that the drum cartridge is inserted as far as it will go.
	5	Remove the toner cartridge from packaging and shake as indicated by the arrows.
	6	While holding the print cartridge by the handle, align the color guides on the cartridge with those on the side of the print compartment and drop into place.
	7	Reset toner counter by flipping up the "Rapid Key Overlay" (if it is down) and pressing the "V" button. "(Life)" should be written above it.
	8	Arrow up or down until " Drum Counter Clear " is selected in the display, then press the " Start/Enter " button twice.
The toner counter automatically resets each time the toner cartridge is replaced. Normally, there is no need to reset the toner cartridge. If the counter needs to be reset, repeat Steps 7 and 8. In Step 8 arrow down to " Toner Counter Clear " instead of " Drum Counter Clear ".		
7	Check display for any messages (no paper, toner low, etc.)	

Installing Sharp FO-4400 FAX Machine (Continued)

C Installation (Continued)

Notes: The "**Start/Enter**" button will be referred to as "**Enter**" or the "**Start**" button.

After pressing the "**Menu**" button, use either the up/down arrows to browse to the desired option or type the number for the entry.

Example: Option **1:Receive Mode** can be selected by doing either of the following:

- PRESS "**Menu**", then type "**01**"
- PRESS "**Menu**", then arrow up/down until "**1:Receive Mode**" is displayed. PRESS "**Enter**".

This guide will list both the option number and name to allow either method to be used.

D Configuration Overview

Before using the new FAX machine, it must be configured to your site's specifications. This includes setting up the information needed by the FAX header that is automatically included on all FAXes sent. The header contains the sender's name (machine name), FAX number, and the time the FAX was sent. Follow the steps in sections E and F to configure the FAX machine name, number, date, and time. For additional resources, refer to the FO-4400 User's Guide.

Note: If, at any time, a mistake is made or incorrect information is entered, it is always possible to backup and redo a step. Press "**Stop**" (acts as a delete key) as many times as necessary, until the configuration data that needs to be corrected/changed is displayed.

Installing Sharp FO-4400 FAX Machine (Continued)

E Setting the FAX Number and Machine Name (Station ID)

Follow the instructions in this table to set the station ID.

Step	Action
1	PRESS " Menu " and then select " 03:ENTRY MODE ".
2	PRESS " ENTER " and then select " 03:OWN PASSCODE SET ".
3	Enter the FAX number (including area code) by pressing the numeric keys. <ul style="list-style-type: none"> To insert a space between digits, press the # button. To clear a mistake, press the "Stop" button.
4	Once the number has been entered, PRESS " Enter ".
5	Flip the "Rapid Key" overlay down (if it is up), and enter the FAX machine's name by pressing the appropriate letter keys (Maximum of 24 characters). <ul style="list-style-type: none"> To enter a space, press the "SPACE" button. To change case, press "CAPS LOCK" button. To enter a number as part of the name, press the appropriate numeric key. To enter a symbol on a letter key (the character to the right of the slash), press the "SYMBOL" button ("SYM" will appear in the display) and then the letter key. Press the "Symbol" button again to turn off the symbol entry mode. To move the cursor, press the left and right arrow keys. To switch between letter insertion and letter replacement mode when in the middle of a letter, press "Menu".
6	Once the name has been entered correctly, PRESS " Enter ".
7	PRESS " Stop " twice to return to the normal display screen.

Installing Sharp FO-4400 FAX Machine (Continued)

F Setting the Date and Time, Daylight Savings Time, and Speaker Volume

Follow the instructions in this table to set the date, time, Daylight Savings Time, and speaker volume.

Step	Action
	Setting the Date and Time
1	PRESS " Menu ", " 03:Entry Mode ", " 04:Date & Time Set ".
2	Enter the month in 2 digits. Examples: January = 01, October = 10.
3	Enter the day of the month in 2 digits (01 to 31)
4	Enter the year in 4 digits. Example: 2003
5	Enter a 2-digit number for the hour and a 2-digit number for the minutes. Example: 9:25 would be 09 25.
6	PRESS "*" to select AM or "#" to select PM.
7	PRESS " Enter " to start the clock.
8	PRESS " Stop " twice to return to the date and time display.
	Setting the Daylight Savings Time
1	PRESS " Menu ", " 03:Entry Mode ", " 05:Daylight Savings ".
2	PRESS " 1 " to turn on the Daylight Savings Time function or " 2 " to turn it off.
3	PRESS " Stop " twice to return to the date and time display.
	Speaker Volume Adjustment
1	PRESS "speaker" button.
2	PRESS " up/down " buttons to select the desired volume level (high, middle, or low).
3	PRESS "speaker" button again to turn off the speaker.
	Ringer Volume Adjustment
1	PRESS up/down buttons to select the desired volume level (high, middle, low, or off). If "off" is selected, PRESS " Enter " to confirm the selection.

G Optional Settings Overview

The optional settings allow the user to customize the FAX machine to better suit office needs and preferences.

Installing Sharp FO-4400 FAX Machine (Continued)

H Using Optional Settings

The following chart lists the Sharp FO-4400 optional settings and their descriptions, the initial setting, FSA-recommended setting, and the operation manual page where additional information can be found. Access the optional settings by pressing "**Menu**", "**4:Optional**" and choose the desired option.

Optional Settings				
Setting	Description	Initial Setting	Recommended Setting	Manual Page
01. Fine Resolution	Default resolution for transmitting documents.	Standard	Standard	103
02. Number of rings, Auto Reception	Sets number of rings before FAX answers an incoming call.	1	1	103
03. Number of rings, Manual Reception	Sets number of rings before FAX answers an incoming call.	0 (Off)	0 (Off)	103
04. Auto Listing, Activity Report	1 - Yes (prints every 30 operations) 2 - No (turn auto print off)	2 - No	2 - No	103
05. Transaction Report	When reports prints.	5 - Error Only	1 - E/T/M	104
06. Recall Times	Maximum number of times FAX will redial if number is busy.	2	Auto Selection	104
07. Recall Interval	Amount of wait between redials.	5	10	104
08. Security Selection	1 - (ON) Polling security on 2 - (OFF) Polling security off	1 - ON	1 - ON	104
09. Error Correction Mode	1 - YES 2 - NO	1 - YES	1 - YES	105
10. Auto Cover Sheet	Automatically generate and send a cover sheet. 1 - (YES) 2 - (NO)	2 - No	2 - No	105
11. No Function	N/A	N/A	N/A	105
12. Copy Scanning	Amount copies are reduced before printing. 1 - Auto 2 - 100 % (no reduction)	2 - 100%	2 - 100%	105
13. Copy Cut-Off	1 - (Continue) 2 - (Cut-off)	2 - Cut-off	2 - Cut-off	105
14. Receive Reduce	Amount received FAXes are reduced. 1 - Auto 2 - 100% (no reduction)	1 - Auto	1 - Auto	105
15. Image Memory Print	Image of first page transmitted printed on Transaction Report.	Yes	Yes	106
16. No Function *	N/A	N/A	N/A	106
17. Retransmission Times	Number of times the FAX will retry a failed memory transmission.	10	10	106
18. Retransmission Interval	Time between memory retransmissions.	2	2	107
19. Power Save Mode	Laser printer heater	On	On	107
20. Anti Junk Fax	Blocks incoming FAXes entered in the Anti Junk Fax list.	Off	Off	107

Installing Sharp FO-4400 FAX Machine (Continued)

H Using Optional Settings (Continued)

Optional Settings				
Setting	Description	Initial Setting	Recommended Setting	Manual Page
21. Alarm Volume	Sets volume of the alert beeps. Choices are: High, Low, or Off	Low	Low	107
22. Dial Mode	Sets the Dial Mode. 1. Tone 2. Pulse	1. Tone	1. Tone	107
23. Quick On Line	Dials before all pages are scanned.	On	On	108
24. Multi TTI	Multiple TTI entered on each FAX.	Off	Off	108
25. Beep Length	Duration of end of task beep.	3 seconds	3 seconds	108
26. Phone Billing Code	N/A	Off	Off	108
27. Depart Code Digits	N/A	4	4	109
28. Distinctive Ring	Sets ring pattern when using a distinctive ring service.	Off	Off	109
29. Verification Stamp	Stamps each original pages as it is scanned.	Off	Off	109
30. Default Copy Resolution	Resolution used for copies.	Fine	Fine	109
31. No Function *	N/A	N/A	N/A	109
32. No Function	N/A	N/A	N/A	109

Note: In the Sharp FO-4400 User Guide, Steps 16 and 31 list options that are not available on or FAX machines. These options require an additional paper tray not included with our FAX machines.

I Maintenance

The following are some common FAX machine components and the recommended actions.

FAX Machine Component	Action	Manual Page
Document Reader	Clean the reading glass, white backplate, and rollers with a soft cloth.	116
Toner Cartridge	When the toner cartridge is: <ul style="list-style-type: none"> low, the toner cartridge indicator on the display panel blinks empty, the light will go steady and "REPLACE TONER" will appear in the display panel. 	20
Drum Cartridge	When the drum cartridge nears the end of its life, the ALARM indicator on display panel will blink and "DRUM LIFE REACHED" will appear in the display. Drum life is approximately 20,000 pages. Remember to reset the drum counter after replacing the drum. See Section C, Step 6 for details.	20

FAX Equipment Acceptance Sheet

Complete and FAX the following to TSC according to subparagraph 2 A.

Office Information	
Site ID (State and county codes)	
Site Name	
Street Address	
City/State/ZIP Code	
Contact Person	
Telephone Number	
FAX Number	
FAX Equipment Information	
Equipment Manufacturer	
Equipment Model	
Equipment Serial Number	
FAX Type (Ink, Laser, etc.)	
Equipment Received Date	
Equipment Install Date	
I certify that the FAX equipment has been delivered and is fully functional.	
Office Representative (print name) _____	
Representative's Title _____	
Signature _____	
Date _____	
FAX to TSC, Attention Lynn Oliphant at 816-823-1982.	